

FIG. 1

SPCS Engine

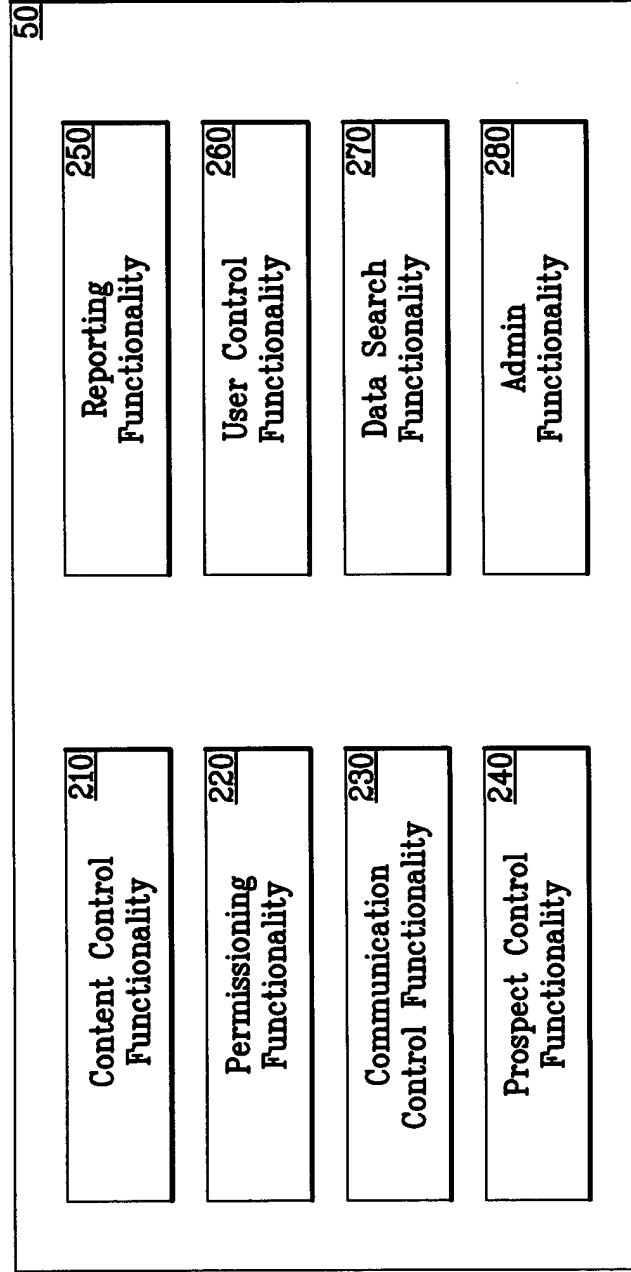


FIG. 2

## System Administration: Create New UFollowUp Account

Complete the form below to update your account profile

Fields labeled in **bold** are required.

### 1 Create New Account

Submit information and click submit.

|  |  |
|--|--|
| <b>Company Name :</b>                      | <input type="text" value="GE"/>                                    |
| <b>Contact Name:</b>                       | <input type="text" value="William Smith"/>                         |
| <b>Title:</b>                              | <input type="text" value="William Smith"/>                         |
| <b>Email Address 1:</b>                    | <input type="text" value="wsmith@homedeveloper.com"/>              |
| <b>Address Line 1:</b>                     | <input type="text" value="234 Street Way"/>                        |
| <b>Address Line2:</b>                      | <input type="text" value="Suite 340"/>                             |
| <b>City:</b>                               | <input type="text" value="Tyson's Corner"/>                        |
| <b>State/Zip:</b>                          | <input type="text" value="VA"/> <input type="text" value="20191"/> |
| <b>Phone:</b>                              | <input type="text" value="703-878-0909"/>                          |
| <b>Create their username and password:</b> |  |
| <b>Username:</b>                           | <input type="text" value="wsmith"/>                                |
| <b>Password:</b>                           | <input type="text" value="wsmith"/>                                |
| <b>Re-Type Password</b>                    | <input type="text" value="23458789"/>                              |

**Update their logo:**  
With UfollowUp we take your customized messages to the extreme level  
Upload a photo here.

PHOTOS MUST BE 720PI AND 200 x 200 IN SIZE.

**Log:**

**Notes:**

**Fee Negotiated Per Community:** \$

Photo Galleries

FIG. 3

## System Administration: Manage Your Roster

Complete the form below to update your employee roster. All changes will generate notification emails to the respective users email address provided below.

## 1 Update Your Roster

| New Employee   |   |
|--|---|
| <b>Detail Information</b>  |   |
| <b>Name:</b>   | <input type="text"/> <input type="text"/> M. <input type="text"/> Last <input type="text"/> |
| <b>Email Address 1:</b>  | <input type="text"/>  |
| <b>Address Line 1:</b>   | <input type="text"/>  |
| <b>Address Line 2:</b>   | <input type="text"/>  |
| <b>City:</b>   | <input type="text"/>  |
| <b>State/Zip:</b>  | <input type="text"/> <input type="text"/>   |
| <b>Phone:</b>  | <input type="text"/>  |
| <b>Mobile Phone:</b>   | <input type="text"/>  |
| <b>Fax:</b>  | <input type="text"/>  |
| <b>Upload photo:</b><br>With UfolowUp we take your customized messages to the extreme level Upload a photo here.<br>PHOTOS MUST BE 720PI AND 200 x 200 IN SIZE.  |   |
| <b>Photo:</b>  | <input type="text"/> <input type="button" value="Browse..."/>                               |
| <b>Permissions:</b><br><input type="checkbox"/> Broadcasting<br><input type="checkbox"/> Reporting<br><input type="checkbox"/> Recent Activity<br><input type="checkbox"/> Manage Templates<br><input type="checkbox"/> Override Default Schedule<br><input type="checkbox"/> Manage Schedules<br><input type="checkbox"/> Edit A Community<br><input type="checkbox"/> Add A community<br><input type="checkbox"/> Manage Account<br><input type="checkbox"/> Add/Edit Roster<br><input type="checkbox"/> Download Data<br><input type="checkbox"/> Manage Traffic<br><input type="checkbox"/> Manage PhoneCall |   |
| <input type="button" value="ADD"/>   |   |

1

Required: To...

Where is this message going and what is it saying?

First

M.

Last

Select A Traffic

Referred By:

Has Email?

☒

Email Address 1:

Initial Message:

None Selected

(+/-) Manage Templates

OR

Which Community:

Select A Community...

Which Model:

Select A Model...

Email Address 2:

Address Line 1:

City:

State/Zip:

Phone:

How would you grade this prospect?

A

B

C

D

E

Best

☒

☐

☐

☐

☐

Worst

When would you like this message to be sent?

☒ Now

Or

Select The Month

/

0

SUBMIT

Additional Scheduled Messages :

You can also chose for this message to be the first of a series of messages. Select how many messages you would like to have and which preformatted message you would like to follow.

Days after 1st

Message Template

None Selected

2nd Message:

None Selected

3rd Message :

None Selected

4th Message :

None Selected

5th Message :

None Selected

(+/-) Manage Templates

Custom Closing:

FIG. 5

Create An Email: Send a broadcasted email to a group

Complete the form below to prepare your Ufollowup email series to a particular group.

Fields labeled in bold are required.

1

Step 1: Who would you like to broadcast to?

Where is this message going and what is it saying? Complete the below form to send a broadcasted email. After you click next we will first show you who the message is going to prior to the broadcast being delivered.

Who is this email going to? Run a filter against your prospects below.

Which community:

Select A Community...v

Which model:

Select A Model...v

City:

State/Zip:

v

Enter your email content:

From:

Reply to address:

Email Subjects:

Body:

Enter a custom message here

When would you like this broadcast to be sent?

☒ Now

☐ Or

Select The Monthv

Select Datev

Attachment 1:

Browse...

Attachment 2:

Browse...

Attachment 3:

Browse...

SUBMIT

PREVIEW

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FIG. 6

**You can select or change a message template, or create a new one.**

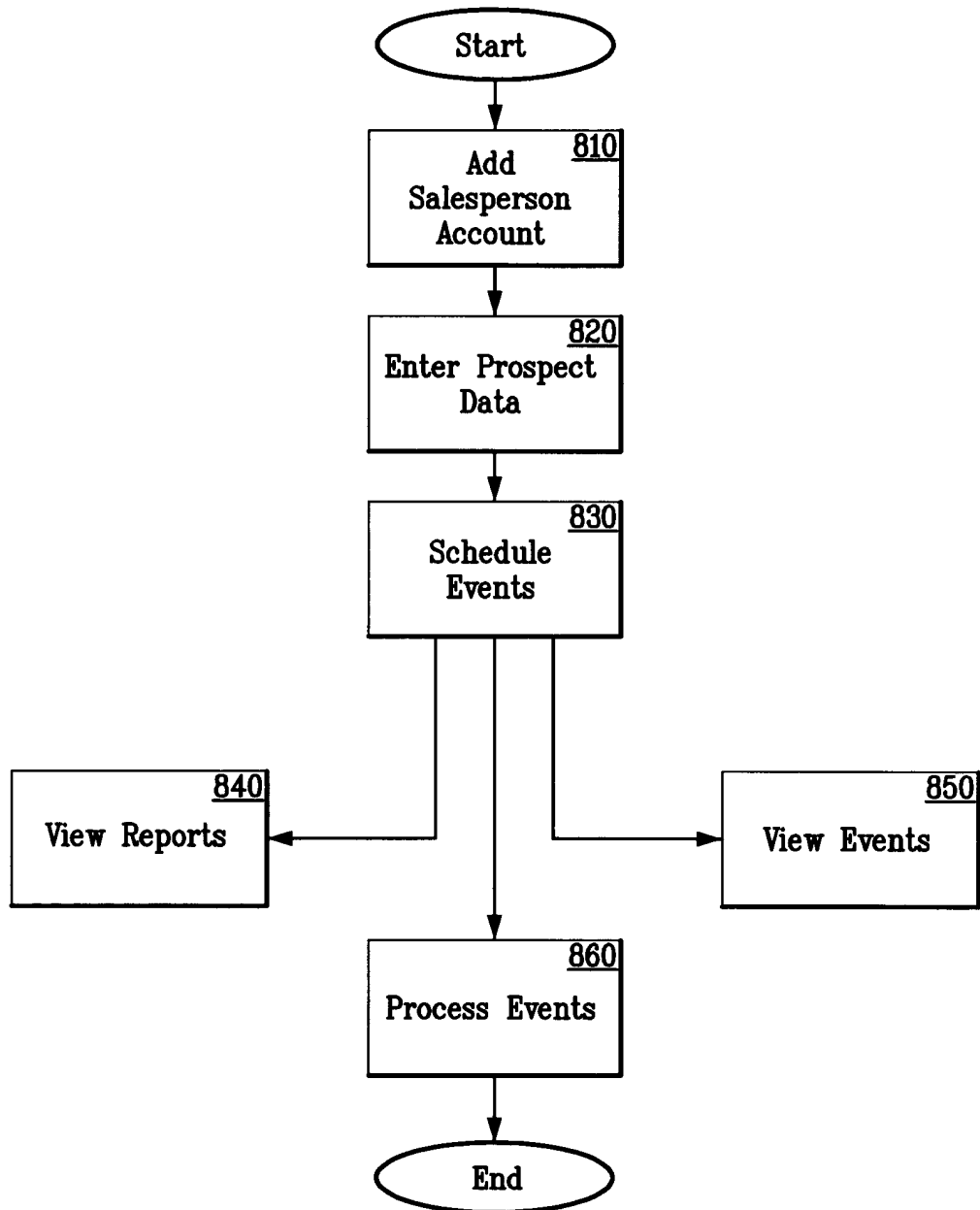
Select one of the following templates below to view, edit or delete it. Click "Create a New Template" to create a new template

## What would you like to do?

Or

[Edit a template](#)

Select A Template

*FIG. 8*